

## PCARSS Working Group Meeting Minutes for Meeting on 10/21/99

### **HEADER NOTES:**

*Next Meeting is 01-13-00 at 10:00 am PDT*

*Next Meeting will be a joint East/West Meeting*

**Attendance is either on-site or via conference call**

*Please Reserve in Advance with Margie Steven,*

*[mjsteven@west.raytheon.com](mailto:mjsteven@west.raytheon.com), 310-647-4905*

*Indicate whether you will be on-site or calling in*

### **Attendees:**

#### **On-Site**

Elaine O'Donnell  
Juanita Munoz Combs  
Yvonne Brown  
Dean Davis  
Hal Griffith  
Robert Bogan  
Barbara DeSalvo  
Marjorie Cunningham

#### **Remote**

Stephen Baranowski  
Jerry Hall  
Mary Culverhouse  
Rich Terrace  
Luis Carrillo  
Debbie Sandhop  
Barbara Libby  
Loretta Skrzypek  
Barb Zwig  
Katie Trayers  
Doug Lofgren  
Erin Day-Vanderwerker  
Faye Heckman  
Joyce Burke  
Joyce Austin

### **Action Items –**

NSN Lookup – Changes outlined in minutes from 9-2-99 meeting have been made to the system and will be tested at DCMDW in Carson the week of November 15. If testing goes well, the updated version of PCARSS will be deployed sometime before the end of 1999. The system update that changes the NSN lookup will also fix many of the other system problems.

FFT Training – The DCMDW computer training facility is not available. Bob Bogan from ECRC will be able to conduct hands on FFT training at his facility in San Diego and possibly other contractor facilities in the future. Bob is also available to visit any contractor facilities in Southern California to provide assistance with PCARSS FFT and is available to the rest of the country via phone or email if you have any FFT questions. Bob's phone number is 619-725-5023 and his email address is [boganr@ctc.com](mailto:boganr@ctc.com).

There are no other open action items at this time.

## **Phase II Requirements –**

The following is a listing of highlights of the phase II requirements that were agreed to at the requirements workshop in Columbus.

Referral process -

- Subcontractors submit schedules to prime
- Primes submit schedules to their PLCO
- PLCO refer schedules to cognizant PLCO

Simplified Sale process -

- Create lots on one screen
- Submit bids on one screen

Scrap Lists

Forms on the Web application

- DD 1637 - Notice of Acceptance
- DD 1640 - Referral
- SF 1424 - Inventory Disposal Report

Remarks fields on all screens

Repeat button to enter duplicate line item data

Default for repetitive information (address, POC phone, etc)

Automatic Save function when entering inventory schedules

Add fields for email addresses

Provide email notification -

- When disposition instructions are issued
- For follow up on outstanding disposition actions

Requirements will be finalized Dec 99

Development begins Feb 00

Expect deployment Dec 00

## **Questions -**

A lot of good questions this time regarding PCARSS. Here is a summary of the questions and answers provided at the meeting.

1. Is there any special software required to do the PCARSS FFT? The only software necessary is FTP software which comes with Windows NT, 95 or 98 and either Excel or Access software that is used to create the file.
2. How should it be handled when a contractor has two cage codes, a new cage and an old one? The old cage can't be deleted from PCARSS if it has any schedules against it. If this situation comes up, contact either Katie Trayers or Marge Cunningham to place a message on the old cage asking that it not be used. Any schedules entered under the old cage will have to be completed under that cage and any contractor users will need two logon ids for PCARSS, one for the old cage and one for the new.
3. NASA Screening – does NASA need to prescreen the property before it is entered into PCARSS? Unless there is a requirement in the contract for the property to be prescreened with the NASA PCO, the items do not need to be prescreened. NASA is using PCARSS to screen their excess property and the PLCO will report the items to NASA for screening.
4. Can classified information be entered into PCARSS? No classified information should be entered into PCARSS.
5. Can donations for schools for ADPE be processed through PCARSS? Currently PCARSS cannot process donation for school information and send it to DISA. All donation for schools information will have to be entered directly into DITMS until phase II of PCARSS is deployed.
6. Is there a website for cage code lookup? Yes, website is <http://www.dlis.dla.mil/CAGESearch>
7. Does PLCO need a release from DISA before they dispose of ADPE items? DISA will be sending email releases to the PLCOs upon completion of their screening. The PLCO is not required to have a release from DISA before they dispose of the items as long as the mandatory screening times have passed.
8. Can we get an Inventory Disposal Report now from PCARSS? No, the PLCO generates an Inventory Disposal Report and forwards to the contractors until implementation of phase II.
9. Will the screens in the PLCO and Contractor applications be the same in phase II? We are trying to standardize the screens in phase II so that all of the information on the PLCO screen will also be available on the Contractor screen.

### **Problems –**

Some users are still experiencing response time problems with the web application. Please report these problems to either Katie Trayers or Marge Cunningham. Send examples of response time problems, for example how long it takes to log onto the system or how long it takes to go from screen to screen or save data. Also send a systems point of contact for your facility.

### **Information -**

The address for the PCARSS User Group website is –

[http://www.dcmc.hq.dla.mil/ref\\_info/pcarss/pcar.htm](http://www.dcmc.hq.dla.mil/ref_info/pcarss/pcar.htm)

The website includes all of the minutes from the East and West Working Group meetings, dates and times of the next meetings, a spreadsheet of working group members with phone numbers and email addresses, desk instructions for all of the PCARSS applications, PCARSS validation tables, lessons learned and phase II requirements.

We can put just about any PCARSS related information on the website, so if you have any suggestions for additions to the website, please contact Marge Cunningham or Janice Hawk.

Please review the spreadsheet of working group members and make sure that your information is correct. If you need to be added to the spreadsheet or your information needs to be changed, please contact Rich Culbertson at email address [richard.culbertson@lmco.com](mailto:richard.culbertson@lmco.com).

### **Next Meeting –**

The next meeting is scheduled for Jan 13, 2000. This meeting will be a joint East/West meeting.